DELAINE EASTIN
State Superintendent of Public Instruction

December 16, 2003

Dear Charter School Principal:

2004 CALIFORNIA SCHOOL TECHNOLOGY SURVEY

The California Department of Education (CDE) is collaborating with the California Technology Assistance Project (CTAP) to conduct the 2004 California School Technology Survey *http://www.cde.ca.gov/ls/et/rs/techsurvey.asp*. This important data collection helps measure the progress of technology integration in California classrooms, is a requirement for several education technology-funded programs, and is used by the CDE to determine grant eligibility and awards. It is important for your district and schools to accurately complete the 2004 California School Technology Survey within the specified timeframe.

Survey Completion Timelines

The window for completing the 2004 California School Technology Survey (district and school survey forms) is **January 7, 2004, through March 19, 2004.** Friday, March 19, 2004, is the last day to complete the 2004 California School Technology Survey to meet the technology survey requirements of the Enhancing Education Through Technology (EETT) Formula and Competitive grants, and the anticipated Microsoft Settlement awards. Failure to complete the School Technology Survey on time by applicants and recipients of the mentioned grants may put grant eligibility and grant funding at risk.

School's Role

There are two different surveys: a district survey and a school survey. Schools will have access to only the school survey screens for the entry of school specific technology data. Schools are to:

- Retrieve school PIN and Survey System Password from the district superintendent or technology coordinator.
- Complete the 2004 School Technology Survey.
- Ensure that online district and school survey data are complete and accurate. A number of education technology grant programs use California School Technology Survey data to determine eligibility and grant award amounts, so it is **critical** that the technology data accurately reflect technology in the schools and district.

Getting Help With the Survey

Regional CTAP staffs are available to provide assistance with completing the online survey. Contact information for CTAP regional staff is available online at *http://www.ctap.k12.ca.us*. If you need additional information about grant requirements for completion of the 2004 California School Technology Survey, you may contact Wayne Shimizu in the CDE Education Technology Office at (916) 322-5894 or *wshimizu@cde.ca.gov*.

Thank you for supporting this important data collection effort.

Sincerely,

Geno Flores, Deputy Superintendent
Assessment and Accountability Branch

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